

# School District U-46

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## **QUICK START INSTRUCTIONS**

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**SECTION 3 - GENERAL SCHOOL ADMINISTRATION**

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### **3:10 Goals and Objectives**

The purpose of school administration is to help create and foster an environment in which students can learn most effectively. All administrative duties and functions will be appraised in terms of the contributions that they make to better instruction and to higher student motivation and achievement.

The design of the administrative organization will be such that all schools are part of a single district, subject to the policies set forth by the Board of Education and implemented through a single chief administrator, the Chief Executive Officer/Superintendent/designee. Within district policies and regulations, principals will be responsible and accountable for the administration of their schools.

Major goals of administration in the District will be:

1. To manage the District's various units and programs effectively and efficiently.
2. To provide professional advice and counsel to the Board and to any advisory groups established by Board action or policy.

LEGAL REF.:105 ILCS 5/10-16.7, 5/10-21.4, and 5/10-21.4a.

CROSS REF.:1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board-Chief Executive Officer/Superintendent Relationship), 3:40 (Chief Executive Officer/Superintendent), 3:50 (Administrative Personnel Other Than the Chief Executive Officer/Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 6:10 (Educational Philosophy and Objectives)

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### **3:12 State and Federal Programs Administration and Comparability of Services - Title I Programs**

In order that pertinent policies, regulations, school rules and procedures are communicated to all staff members and students affected by them, District administrators and principals are required to provide access to administrative handbooks to staff members and students.

It is essential that the contents of all handbooks and directives conform with district-wide policies and procedures; it is also important that all handbooks bearing the name of the District or one of its schools be of a quality that reflects the District.

All handbooks and directives published are to be made available to the Board of Education, Chief Executive Officer/Superintendent and Assistant Superintendents for informational purposes.

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### **3:14 State and Federal Programs Administration**

The School District operates specially funded programs which must be administered in accordance with particular federal and/or state laws and conditions of the grants.

The Board of Education, through its approval of such programs and acceptance of funds, is ultimately responsible even though many of the regulations which govern them are established by another agency.

The administrator responsible for the federal and state programs is charged with the responsibility for coordinating the funded projects, for administration of the grants, and for ensuring that the various departments which operate these programs do so within the guidelines pertaining to the particular program.

Title I funds will be used only to augment, not to supplant, State and local funds. The Superintendent/designee shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance.

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### **3:30 Chain of Command**

The Chief Executive Officer/Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

CROSS REF.:1:20 (District Organization, Operations, and Cooperative Agreements), 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

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## 3:40 Chief Executive Officer/Superintendent

### Duties and Authority

The Chief Executive Officer/Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with Board of Education policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. The Chief Executive Officer/Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Chief Executive Officer/Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Chief Executive Officer/Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Chief Executive Officer/Superintendent of responsibility for the action that was delegated.

### Qualifications

The Chief Executive Officer/Superintendent must be of good character and of unquestionable morals and integrity. The Chief Executive Officer/Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Chief Executive Officer/Superintendent must have and maintain a Professional Educator License with a Superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

### Evaluation

The Board will evaluate, at least annually, the Chief Executive Officer/Superintendent's performance and effectiveness, using standards and objectives developed by the Chief Executive Officer/Superintendent and Board that are consistent with State law, the Board's policies and the Chief Executive Officer/Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Chief Executive Officer/Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

### Compensation and Benefits

The Board and the Chief Executive Officer/Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Chief Executive Officer/Superintendent. The terms of the Chief Executive Officer/Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.:105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-21.9, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.

5 ILCS 120/7.3, Open Meetings Act.

23 Ill.Admin.Code §§1.310, 1.705, and 25.355.

CROSS REF:2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board-Chief Executive Officer/Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria),

5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:170 (Copyright), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

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### **3:42 Data Management**

The Chief Executive Officer/Superintendent/designee will have the responsibility of establishing and maintaining a data collection, analysis, retrieval and dissemination system which will generate accurate statistical data and other information as may be desired or needed by local, state or federal authorities.

Accurate and timely reports shall be disseminated to the staff to achieve more efficient management of resources and a better educational program for all students. Staff use of information shall be for professional purposes and toward the improvement of the educational program. Additional reports shall be disseminated to the community and others as required by law and according to the Board of Education policies.

ADOPTED: July 18, 2022

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## **3:50 Administrative Personnel Other Than the Chief Executive Officer/Superintendent**

### Duties and Authority

The Board of Education establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Chief Executive Officer/Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Chief Executive Officer/Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

### Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

### Evaluation

The Chief Executive Officer/Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Chief Executive Officer/Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Chief Executive Officer/Superintendent.

### Administrative Work Year

The work year for administrators shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Chief Executive Officer/Superintendent. All administrators shall be available for work when their services are necessary.

### Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Chief Executive Officer/Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than a March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

LEGAL REF:105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.

23 Ill.Admin.Code §§1.310, 1.705, and 50.300; and Parts 25 and 29.

CROSS REF:3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records),

5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED: July 18, 2022

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## 3:60 Administrative Responsibility of the Building Principal

### Duties and Authority

The Board of Education, upon the recommendation of the Chief Executive Officer/Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Chief Executive Officer/Superintendent may assign, that are consistent with the Building Principal's education and training. Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

Principals are responsible for administering the educational program in their building within the scope of Board policies. The principal is responsible for implementing the educational program, improving instruction and involving the community in the school. Principals of schools are the responsible administrative heads of their respective schools and are charged with the direction, organization, supervision, evaluation, administration and discipline. They shall establish and enforce such regulations, not contrary to the rules and policies of the Board of Education, the Student Discipline Handbook, or the regulations of the Chief Executive Officer/Superintendent/designee, as in their judgment may be necessary for the successful conduct of their schools.

### Evaluation Plan

The Chief Executive Officer/Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Chief Executive Officer/Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Chief Executive Officer/Superintendent or designee may conduct additional evaluations.

### Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Chief Executive Officer/Superintendent*.

LEGAL REF.: 105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.

10 ILCS 5/4-6.2, Election Code.

105 ILCS 127/, School Reporting of Drug Violations Act.

23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Chief Executive Officer/Superintendent), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

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### **3:70 Succession of Authority**

If the Chief Executive Officer/Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Chief Executive Officer/Superintendent and submitted to the Board of Education.

CROSS REF.:1:20 (District Organization, Operations, and Cooperative Agreements), 3:30 (Chain of Command)

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### **3:82 Administrative Intern Program**

Internship positions carrying administrative responsibilities may be created by the Board of Education upon recommendation of the Chief Executive Officer/Superintendent/designee for certificated staff and other persons who have had at least three years of satisfactory teaching and/or administrative experience. The title of such positions will be "administrative intern."

Administrative interns may be employed in administrative positions for a period not to exceed two years. They will be encouraged to pursue graduate or other studies leading to full certification in administration.

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